

AIRCRAFT DISPATCHER
UNIT 3 – FLIGHT FOLLOWING
STUDENT WORKBOOK

UNIT OBJECTIVES

1. Identify how administrative, non-administrative, point-to-point, and special-use flights will be tracked.
2. Define three methods of flight following.
3. List the pieces of information required to effectively flight follow.
4. Identify the two ways a flight plan can be closed out.
5. Identify where procedures for handling overdue, missing, or downed aircraft can be found.

NOTES

I. TERMINOLOGY

A. Scheduling Unit

1. Unit from which the flight originates
2. Responsible for scheduling flight and passing information onto all units involved in tracking the flight
3. Has Search and Rescue responsibility for the duration of the flight

B. Receiving Unit

1. Unit where the flight terminates
2. Takes on responsibility for:
 - The aircraft after pass off from the scheduling unit
 - Notifying of overdue aircraft
 - Closing the flight plan

II. FLIGHT FOLLOWING AND RESOURCE TRACKING

A. Flight Following

The knowledge of the location and condition of an aircraft, with a reasonable degree of certainty such that, in the event of a mishap, those on board may be rescued

B. Resource Tracking

The process by which an agency can request the pilot, chief of party, or flight manager to relay flight status at designated intervals

C. Three Methods of Flight Following

1. Agency Check-in (VFR)

- 15-minute check-in
- Refer to the National Interagency Mobilization Guide

2. Flight Plan

- FAA, IFR
- FAA, VFR

3. Resource Tracking (IFR or VFR)

- Radio
- Telephone

D. Dispatch Tools for Flight Following

- Flight Request
- Flight Strip
- Radio logs with maps and timers
- Computer-Aided Dispatch System (CAD)

E. Information for Effective Flight Following

1. Itinerary (ETD/ATD)
2. Method of flight following (FAA, Agency)
3. Number of persons on board

4. Destination

5. Flight route

6. Fuel on board

F. Necessary Information During In-Flight Check-ins

1. Current location

- Latitude/Longitude
- Description of physical location

2. Direction of travel or heading

G. Flight Plan Close-out Methods

1. Positive communication via radio or telephone from the pilot or chief of party/flight manager at destination
2. Positive confirmation of the aircraft being passed or “handed off” to another unit

H. Emergency Procedures

1. Aviation Mishap

a. Overdue Aircraft

An aircraft that has not made contact or cannot be contacted 30 minutes past the scheduled time

b. Possible Missing Aircraft

An aircraft that has missed two consecutive scheduled contacts

c. Downed Aircraft

An aircraft that is known to be down OR has not made contact during the time for allowed fuel on board

2. Search and Rescue

a. Who is responsible for Search and Rescue?

b. What are the requirements for your agency and Search and Rescue?

c. Where would you find this information?

I. Publications

1. Agency/Unit Aviation Plan

2. Interagency Aviation Mishap Response Plan

Downloadable from www.oas.gov

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